

Solicitation Number SOL-527-13-000004

U.S. Resident Hire PSC  
Cost Analyst and Closeout Specialist  
USAID/Peru

1. SOLICITATION NUMBER: SOL-527-13-000004
2. ISSUANCE DATE: April 18, 2013
3. CLOSING DATE: May 2, 2013, 5:00 pm
4. POSITION TITLE: Cost Analyst and Closeout Specialist  
Full time (40 hours per week)
5. SALARY: GS-10 equivalent. U.S. resident-hire PSCs are not eligible for any fringe benefits (except contributions for FICA, health insurance and life insurance), including differentials and allowances. Final compensation will be negotiated within the market value based upon the candidate's past salary and work history, and educational background
6. PERIOD OF PERFORMANCE: An initial one year Personal Services Contract with the option to extend based on continued need for the services and available funding.
7. PLACE OF PERFORMANCE: Lima, Peru
8. OFFICE: Regional Office of Acquisition and Assistance (ROAA)
9. SECURITY ACCESS: Employment authorization level security clearance from USAID and medical clearance.
10. OPEN TO: US Citizens (as further defined in footnote No. 1) with hiring preference for Eligible Family Members and US staff adult family dependents under Chief of Mission authority.

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1. "Resident Hire" means a U.S. Citizen who, at the time of hire as a PSC, resides in the cooperating country: (i) as a spouse or dependent of a U.S. citizen employed: (A) by a U.S. government agency; or (B) under any U.S. government-financed contract or agreement; or (C) under any other contract or agreement that provides for repatriation to the United States; or (ii) for reasons other than employment: (A) with a U.S. government agency; or (B) under any U.S. government financed contract or agreements; or (C) under any other contract or employment arrangement that provides for repatriation to the United States; A U.S. citizen for purposes of this definition also includes personas who at the time of contracting are lawfully admitted permanent residents of the United States.

## **11. MAJOR DUTIES AND RESPONSIBILITIES:**

### **a. Cost/Price Analyses:** (50%)

The incumbent will carry out all cost/price analyses and cost-related actions associated with the evaluation, award of new instruments, administration of existing ones and any A&A actions that require a Contracting/Agreement Officer's determination related to reasonableness, fairness and realism of cost/price, in close coordination with the A&A specialists and the responsible Contracting/Agreement Officer. Specific duties including the following:

- In-depth analytical and judgmental evaluation of each element of a contractor/recipient cost proposal, to include unit costs, establishment of market rates, cost distribution, overall fairness and reasonableness of a proposal, establishment of acceptable salary ranges, price comparisons, research of prior procurements, etc.
- Establishment of a comprehensive cost/price objective and probable cost prior to negotiations;
- Preparation of detailed cost analyses and cost realism analyses for both contracts and assistance instruments, as direct feedback into the various negotiation memoranda prepared by A&A Specialists/negotiators;
- Analyses of indirect costs and their basis of application;
- Analyses of fixed fee structures (profit) under contracts;
- Analyses of budget realignments, award expansions/contractions, and any cost-related determinations during award administration (including salary approvals, property purchases, subcontract consents, etc.); and
- Assessment of financial capabilities of prospective contractors/recipients, including an assessment of their general financial health and responsibility, which involves market research
- Market research with standardized in-country pricing lists to use as historical cost and price analysis.

### **b. Closeout Responsibilities:** (40%)

The incumbent will be responsible for the timely and effectively managing and leading the closeout process for all regional A&A instruments, in accordance with USG policy and regulations, and in close coordination with all technical and financial offices, as well as USAID contractors and grantees. Specific duties include:

- Develops and maintains a closeout tracking system database of physically closed instruments throughout the administrative close out process until files are retired.
- Identifies and coordinates with all parties involved in the closeout process and maintenance of continued and close dialogue on actions that must be taken to ensure the closeouts;
- Coordinates and resolves all audit and financial issues related to the Inspector General, Government Accountability Office, Defense Contract Audit Agency, Small Business Administration, etc.;

- Coordinates with the USAID/Washington Office of Closeout Costs on all Indirect Costs and Negotiated Indirect Cost Rate Agreements;
- Coordinates with all USAID cognizant technical offices on the receipt and acceptability of final reports and documentation;
- Manages a system to help the OAA ensure contractor performance reports and contractor/recipient property reports are performed when required;
- Coordinates with all implementing partners (contractors, recipients, grantees) on any outstanding final vouchers, indirect costs and final reports;
- Prepares in the Global Acquisition and Assistance System (GLAAS) and official hard copy files of the modifications required for the instrument closeouts;
- Performs physical retirement and storage of officially closed and retired contract and assistance instrument files; and
- Issues pre-completion notices and requests close out plans from contractors and recipients in advance of instrument completion dates
- Provides consultative services to the CO/AO on current regulations or changes.

c. Other Duties: (10%)

The incumbent will also have some additional responsibilities related to the overall A&A management of ROAA's portfolio, including but not limited to preparation of all documentation and archival records that may be required through Freedom of Information Act (FOIA) requests, and other duties as assigned.

## **B. QUALIFICATIONS AND SELECTION CRITERIA:**

1. Education and Technical Knowledge and Abilities (35 points)

- Relevant academic qualifications;
- Knowledge of USG regulation and policy for conducting cost/price analysis; concepts of fairness, reasonableness and realism; closeouts of federal contracts and assistance instruments and contractor performance review process;
- Ability to calculate probably costs, indirect costs, develop several financial scenarios and carry out closeout process.
- Ability to write memorandums and extensive technical documents.
- Ability to analyze and evaluate each element of a contractor/recipient cost proposal, to include unit costs, establishment of market rates, cost distribution, etc.
- Expert knowledge of Microsoft Excel, Word, Power Point, and all other Microsoft Office products, including databases
- Able to develop statistical models, market research models, and training materials.
- Ability to communicate effectively, in writing and verbally, and to maintain excellent relationships with a variety of professionals at various levels, in and outside the USG;
- Ability to provide trainings on areas of expertise to USG or partner audiences;

2. Professional Experience (40 points)

- Experience in contracting or contract management, finance, business administration, accounting;
- Experience in cost/price related issues
- Experience in financial analysis

3. Interpersonal and Communication Skills (25 points)

- Minimum of Level 4 in written and spoken English;
- Minimum level 2 in speaking and level 3 in reading is highly desirable.
- Written and verbal communication skills in English and Spanish, including presentation skills;
- Ability to communicate effectively and to maintain excellent relationships with a variety of professionals at various levels, in and outside the USG;
- Ability to provide trainings on areas of expertise to USG or partner audiences;

**C. POSITION ELEMENTS:**

1. Supervision: General supervision is from the Director of the ROAA, or his/her designee. Technical guidance on complex and unique types of acquisitions required is also provided by the Director, ROAA. The incumbent independently plans and carries out the work, selecting the approaches and techniques to be used, and informs the supervisor of progress and significant problems. Work is evaluated on the degree to which program and regulatory requirements are met.

Incumbent is not expected to supervise other staff.

2. Available Guidelines: Guidelines are also provided in the FAR, AIDAR, CFR, OMB Circulars, ADS, AAPDs, CIBs, and ROAA standard operating procedures.

3. Authority to Make Commitments: Only regarding scheduling.

4. Supervision Exercised: None

5. Training: Cost/Price Analysis and Contract Closeout courses are mandatory for this position. The incumbent will also receive guidance as necessary from other ROAA members as well as on the job training.

**D. TO APPLY:**

Qualified individuals are requested to submit a U.S. Government Optional Form 612. This form is available at the USAID website, <http://www.usaid.gov/forms/>

The OF-612 shall be submitted by fax, e-mail courier or hand delivery by the closing date. To ensure consideration your applications, please reference the solicitation number on your application and as a subject line in any cover letter.

## **E. CONTRACTING INFORMATION BULLETINS PERTAINING TO PSCs:**

<b>CIB/ AAPD No.</b>	<b>Title / Issued Date</b>	<b>Subject Category</b>	<b>File Name &amp; PDF Link</b>
AAPD 10-03 <b>Amendment 1</b>	AIDAR, APPENDIX D: IMPLEMENTING BENEFITS FOR SAME-SEX DOMESTIC PARTNERS OF USPSCs -- 08/22/11	Personal Services Contracts	<a href="#">AAPD 10-03 Amendment 1 96.72 KB</a>
AAPD 10-03	AIDAR, APPENDIX D: IMPLEMENTING BENEFITS FOR SAME-SEX DOMESTIC PARTNERS OF USPSCs -- 04/12/10	Personal Services Contracts	<a href="#">AAPD 10-03 69KB</a>
AAPD 10-02	Exceptions to FAR Requirements for Central Contractor Registration And Masking Contractor-Specific Data Elements in FPDS-NG--SBU -- 01/08/10  <b>NOTE:</b> <i>Not Available for public distribution. Inquiries may be directed to</i> <b><u>M.OAA POLICY MAILBOX (USAID)</u></b>	Acquisition Management Personal Services Contracts	<b>See Note</b>
AAPD 10-01	PERSONAL SERVICES CONTRACTS -- CHANGES IN USG REIMBURSEMENT AMOUNTS FOR HEALTH INSURANCE AND PHYSICAL EXAMINATION COSTS -- 01/08/10	Personal Services Contracts	<a href="#">AAPD 10-01 47KB</a>
AAPD 06-12	Homeland Security Presidential Directive-12 (HSPD-12) Implementation -- 10/17/06	Assistance, Acquisition Management, Personal Services Contracts	<a href="#">AAPD 06-12 96KB</a>
AAPD 06-11	Home Leave and Revised General Provision 5, Leave and Holidays (AUGUST 2006) -- 09/12/06	Personal Services Contracts	<a href="#">AAPD 06-11 215KB</a>
AAPD 06-10	PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY -- October 30, 2006	Personal Services Contracts	<a href="#">AAPD 06-10 79.7KB</a>
AAPD 06-09	AIDAR, APPENDIX J: ORDER OF PREFERENCE FOR HIRING COOPERATING COUNTRY NATIONALS (CCNs) AND THIRD COUNTRY NATIONALS (TCNs) -- JUNE 23, 2006	Personal Services Contracts	<a href="#">AAPD 06-09 39KB</a>
AAPD 06-08	AIDAR, APPENDICES D AND J: USING THE OPTIONAL SCHEDULE TO INCREMENTALLY FUND CONTRACTS-- JUNE 23, 2006	Personal Services Contracts	<a href="#">AAPD 06-08 64KB</a>
AAPD 06-07	AIDAR, APPENDIX D: CONTRACT BUDGET, SALARY DETERMINATION AND SALARY INCREASES -- 05/19/06	Personal Services Contracts	<a href="#">AAPD 06-07 193KB</a>
AAPD 05-02	Clarification of Policy for Personal Services Contracts with Anticipated Contract Performance Periods Exceeding Five (5) Years -- 03/10/05	Personal Services Contracts	<a href="#">AAPD 05-02 332KB</a>
AAPD 04-15	CASH AWARDS FOR USPSCs AND TCNPSCs -- 10/15/04	Personal Services Contracts	<a href="#">AAPD 04-15 332KB</a>
AAPD 04-15 Amendment 1	CASH AWARDS FOR USPSCs AND TCNPSCs -- 10/01/08	Personal Services Contracts	<a href="#">AAPD 04-15 Amendment 1 43KB</a>
AAPD 04-13	Revised Procedures Allowing for Classification of U.S. Personal Services Contracts Positions Up to the GS-15 Equivalent -- 09/21/04	Personal Services Contracts	<a href="#">AAPD 04-13 354KB</a>
AAPD 03-11	Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan -- 12/02/03	PSC	<a href="#">AAPD 03-11 276KB</a>

AAPD 03-07 Revised	Instructions to Contracting/Agreement Officers on their Role in the Debt Collection Process -- 09/30/04	Acquisition Management Assistance PSC Miscellaneous	<a href="#">AAPD 03-07 206KB</a>
CIB 01-10	Revision of Medical Clearance Process - Personal Services Contracts ("PSCs") with U.S. Citizens -- 03/31/01	Personal Services Contracts	<a href="#">CIB 01-10 2.6 MB</a>
CIB 01-07	Clarification of the Extension/Renewal Policy Regarding Personal Services Contracts (PSCs) -- 03/23/01	Personal Services Contracts	<a href="#">CIB 01-07 3K</a>
CIB 01-05	Clarification of the Rest and Recuperation (R&R) Policy Regarding Third Country Nationals (TCNs) -- 03/20/01	Personal Services Contracts	<a href="#">CIB 01-05 3K</a>
CIB 99-22	PSC Policy -- 10/99	Personal Services Contracts	<a href="#">CIB 99-22 67.5KB</a>
CIB 99-15	Changes to AIDAR Concerning Resident Hires and Deviations - 08/99	Personal Services Contracts	<a href="#">CIB 99-15 51.2KB</a>
CIB 98-23	Guidance Regarding Classified Contract Security and Contractor Personnel Security Requirements -- 12/98	Acquisition Management Personal Services Contracts	<a href="#">CIB 98-23 70.9KB</a>
CIB 98-14	Change in Required Application Form for USPSCs -- 05/98	Personal Services Contracts	<a href="#">CIB 98-14 58.9KB</a>
CIB 98-12	Guidance Regarding Advertisement of Personal Services Contracts (PSCs), and Requirements for Evaluating Applications for PSCs -- 04/98	Personal Services Contracts	<a href="#">CIB 98-12 56.3KB</a>
CIB 98-11	Determining a Market Value for Personal Services Contractors Hired Under Appendix D, Handbook 14 -- 04/98	Personal Services Contracts	<a href="#">CIB 98-11 104KB</a>
CIB 97-19	Advertising for Short-Term Personal Services -- 08/97	Personal Services Contracts	<a href="#">CIB 97-19 46.6KB</a>
CIB 97-17	PSC's with U.S. Citizens or U.S. Resident Aliens -- 07/97	Personal Services Contracts	<a href="#">CIB 97-17 75.6KB</a>
CIB 97-16	Class Justification for Use of Other Than Full and Open Competition for Personal Services Contracts with U.S. Citizens Contracted with Locally, with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or Less -- 07/97	Personal Services Contracts	<a href="#">CIB 97-16 63.6KB</a>
CIB 96-23	Unauthorized Provision in Personal Services Contracts -- 09/96	Personal Services Contracts	<a href="#">CIB 96-23 50.7KB</a>
CIB 94-09	Sunday Pay for U.S. Personal Services Contractors (PSCs)-- 1994	Personal Services Contracts	<a href="#">CIB 94-09 47KB</a>
CIB 93-17	Financial Disclosure Requirements under a Personal Services Contract (PSC) -- 11/93	Personal Services Contracts	<a href="#">CIB 93-17 98KB</a>
CIB 89-29	Use of Government Bill of Lading for Transportation of Personal Service Contractor (PSC) Household Effects, Unaccompanied Baggage, and Privately Owned Vehicles -- 11/89	Personal Service Contractors	<a href="#">CIB 89-29 65.7KB</a>

## **F. LIST OF REQUIRED FORMS:**

For initial consideration:

1. OF-612. You may attach a resume or CV.

Upon advice by the Contracting Officer that the applicant is successful, the following forms will be needed:

1. Contractor Employee Biographical Data Sheet (AID 1420-17)
2. Contractor Physical Examination Form (DS 6165) or copy of current valid medical clearance.

If you decide to submit an application, it should be received no later than the closing date and time indicated on the first page of this document. Applications shall be submitted in envelopes with the name and address of the applicant and SOL # inscribed thereon to:

USAID/Peru  
Executive Office  
Av. Lima-Polo cuadra 1 s/n  
Monterrico – Lima 33  
Monday thr Friday, 8:00 am to 5:00 pm

E-mail submission is acceptable. However, it is the individual's responsibility to ensure all documentation is received on time and is complete.

Any questions concerning this announcement must be submitted in writing to [limausaidhr@usaid.gov](mailto:limausaidhr@usaid.gov)